



Human Resource Department  
Stockbridge-Munsee Community  
N 8705 Moh He Con Nuck Road  
P.O. BOX 70  
Bowler, WI. 54416

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## **POSITION DESCRIPTION**

**POSITION:** Human Resource Executive Director  
**SALARY:** Salaried **PAY GRADE:**  
Tribal HR Office/Northstar Casino  
**Supervised by/Reports to:** Tribal President  
**Department:** Human Resources Division:  
**Administration**

**POSTING DATE:** 03/06/07  
**CLOSING DATE:** Until Filled

### **General Responsibility:**

The Human Resource Executive Director is responsible for the management of all Tribal and Gaming Human Resource functions. The Human Resource Executive Director is responsible for the organizational development, compensation, benefits, performance management, employee relations, recruitment and retention, and compliance with all applicable tribal, federal, state, and local laws.

### **Duties:**

- Responsible for the supervision of the Human Resource Director; the Mohican North Star Casino Human Resources Manager; the Stockbridge-Munsee Community Human Resources Manager; the Mohican Nation Insurance's Employee Benefits Coordinator; and the Mohican North Star Casino Hotel Human Resources Manager.
- Designs, implements and administers compensation and performance management programs, including implementation of appropriated salary structures, salary administration programs, performance appraisal guidelines and administration.
- Responsible for establishing, and reviewing annually the wage classifications.
- Responsible for the development of revisions to the tribal and gaming employee handbook.
- Develops and administers appropriate tribal and gaming human resource policies and procedures. Insures compliance with applicable regulations.
- Establishes good relations with all levels of employees through consultation regarding organizational, job-related issues, tribal policies and procedures, performance standards, human resource practices and conflict resolution.
- Oversees creation and revision of job descriptions.
- Oversees workers compensation, safety and unemployment insurance programs and claims.
- Acts as Tribal liaison with government agencies in areas of regulatory compliance. Represents Tribe at hearings or other proceedings in unemployment and workers compensation when necessary.

- Compiles data, prepares and distributes period management reports relating to human resources.
- Will coordinate with management and internal/external resources to provide employee training.
- Must attend all training provided by the employer.
- Must attend all meetings as required by the employer.
- Must adhere to all established rules, regulations, procedures and policies of the Stockbridge-Munsee Community.
- All other duties as assigned by the employer.

#### **QUALIFICATIONS:**

- Bachelor's degree in business administration, human resources, or community services required.
- Must have advanced degree plus minimum of 5-7 years human resource experience or minimum of 7-10 years human resources experience.
- Must have minimum of 4 years supervisory experience.
- Professional in Human Resources (PHR) certification required; Senior Professional in Human Resources (SPHR) preferred.
- Must have knowledge of federal and other non-discrimination laws, equal employment opportunity regulations and fair employment practices.
- Must have experience with unemployment insurance, workers compensation disability laws, human resources policies, practices procedures, safety regulation and practices.
- Must have effective written and oral communication skills.
- Must be proficient in Microsoft Office.
- Must have ability to compile and analyze human resource reports, ability to read and interpret human resources policies and procedures.
- Must have ability to analyze and independently investigate employee relation problems.
- Ability to communicate effectively with management, staff and external resources, solve problems effectively.
- Must possess a valid Wisconsin driver's license and meet the driver acceptability guidelines as established by Mohican Nation Insurance.
- Must submit and pass pre-employment drug and health screening.
- Have demonstrated ability to maintain satisfactory work and attendance record in any prior or current employment.
- Must obtain and maintain coverage under the employer's employee dishonesty policy.
- Must have extensive computer program and operating experience.

**SUBMIT APPLICATION TO: Human Resource Manager**

**Stockbridge Munsee Community**

**P.O. Box 70**

**Bowler, WI 54416**

**WE ARE A DRUG FREE EMPLOYER**

**CANDIDATES MUST PASS A DRUG SCREEN**

**AND REMAIN DRUG FREE**

**The Stockbridge Munsee Community operates as an equal opportunity employer except  
Indian Preference is given accordance with the Tribal Employment Preference Ordinance.**

**New Position: Tribal Council Approved: 01/03/06**

**Revised Position: Tribal Council Approved:**

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